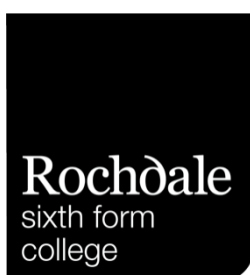


Trust Estates Manager

Application Pack

BRINGING EDUCATION TOGETHER



Dear Colleague,

Thank you for your interest in the post of Trust Estates Manager at Altus Education Partnership.

Altus Education Partnership was formed in 2017 out of Rochdale Sixth Form College, an Ofsted Outstanding provider and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.
- Edgar Wood Academy is a secondary school opened in a new build in 2021 under Wave 13 of the free schools' programme. The school has already established a strong reputation in the local community and is significantly over-subscribed for 2023-24.
- Kingsway Park High School is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The school will soon benefit from a new teaching block opening at the end of 2023.
- Bamford Academy is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

Altus is now on the cusp of significant and quite rapid growth, with a high number of schools indicating an interest in joining the Trust, with of eight these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 450 staff in four academies, within three years this could easily increase to around 10,000 students, 1000 staff and ten or more schools.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a memorandum of understanding with Hopwood Hall College around the curricula the two colleges offer and to support transition of students to post-16 education.

We are currently consulting on our new strategic plan, with a view to finalising in July. Our draft mission and vision are to:

- Advance education in the borough of Rochdale so that young people go on to live happy and fulfilling lives and make positive differences to their communities and society.
- Create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

This is an exciting opportunity for someone to join the Trust and support its operations.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to arrange a visit, or discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Friday 2 February 2024** to arrive no later than 12.00 midday.
Interviews expected to take place week commencing **Monday 12 February 2024**

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The salary for this role will be £45,000 to £50,000, depending on experience.

Start Date

ASAP

For an Application Pack

1. Visit www.altusep.com or
2. Contact: recruitment@altusep.com

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background, to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Our Values

- **Unrelenting commitment** to improve the quality of our provision and enhance the lives of our students.
- **Openness** in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- **Accountability** through the rigorous, transparent and forensic analysis of all aspects of our performance.
- **Commitment** to the principles of inclusion and equality.
- **Dedication** to the borough of Rochdale and its surrounds.
- **Collective responsibility** for one another and the results of all our students – “if one fails, we all fail”.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff: "To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

Job Title:	Trust Estates Manager
Location	The Trust Estates Manager will effectively manage and support the estate managers and their site teams within each of our academy's. They will be responsible for leading the implementation of an estates strategy for the Trust and ensuring the management of all aspects of each academy's properties, including upkeep, care, maintenance, security, health and safety and facilities management, in line with statutory and regulatory requirements.
Reports to:	Trust Director of Operations
Line Manager	Estates and security team at Rochdale Sixth Form College, Kingsway Park High School, Edgar Wood Academy, Bamford Academy, and other academy's which may join the Trust.
Contract:	Permanent, Full time, 37 Hours per week
Salary:	The salary for this role will be £45,000 to £50,000, depending on experience.
Start Date:	ASAP

Job Description

Overall, Purpose of the Post

This is a challenging strategic role within the Trust, reporting directly to the Director of Operations. The Trust Estates Manager will be responsible for leading the implementation of an estate's strategy for the academies within our Trust and working closely with estates managers and the estate teams at each academy to ensure all aspects of each estate, including upkeep, care, maintenance, security, health and safety and facilities management, are in line with statutory and regulatory requirements.

The postholder will manage refurbishments, projects and other building advancements in terms of bidding, developing and procuring. They will act as the Trust representative with suppliers, professional advisers (buildings), and contractors. They will also line manage the estates managers within each academy.

Key Responsibilities

Strategic Development

- To contribute to formulating the Trust estates strategy and masterplan by assisting in the evaluation of each site and usage options and proposing creative solutions for improvement projects.
- Development and management of a 5-year capital programme, a maintenance programme, effective PPM scheduling for each site and cyclical maintenance in terms of decorating, carpet replacements and blinds etc that enables an effective programme of work, which is costed out and fed into the Trust budgeting cycle.
- To implement the estates strategy, directing the activities of staff, consultants and contractors, where appropriate, for the execution of such plans, and manage progress regarding time, quality and cost.
- To develop strong and positive working relationships with academy staff including estates managers and senior management to maximise the potential of the estates and each one's developments.
- Responsible for providing any premises related pre conversion due diligence for any new schools joining the Trust.

Estates Management Team

- Lead and develop estates managers to ensure that the Trust has an effective, engaged and high performing team at each site, with the right skills and experience to deliver a high-quality premises and estates management service.
- Responsible for the appropriate deployment of estates and facilities staff across all academies, ensuring adequate levels of staffing.
- Manage the performance and appraisal of all estates managers and monitor work routines in terms of their teams.
- To ensure estates managers are providing training, supervision and staff development for their teams and their own development is also addressed.

Maintenance of Grounds and Buildings

- To ensure that the fabric of each estate is maintained to a high standard and meets the individual academies' current and future needs.
- To work with estates managers to ensure the daily maintenance of all areas of each academy. This will involve both reactive maintenance and planned preventative programmes.
- To work with estates managers and site teams to support them in formulating and managing medium- and long-term building programmes.
- To prepare annual, costed plans for repairs and upgrades of each site, giving knowledge and expertise where necessary.
- To work with estates managers to ensure all works are within budget and managed accordingly.

Provision of Utilities and Estate Services

- To ensure all utilities provision, including water, gas, electricity and other provisions are effectively managed to leverage the purchasing power of the Trust, and that usage minimises waste.
- To ensure when necessary that each academy purchases the most appropriate mechanical equipment and that all are properly maintained and insured.
- To ensure each academy supports the Trust sustainability agenda including the management of waste and recycling.
- To develop estates management policies and procedures which address areas such as emergency management, business continuity and other site related policies.
- To take responsibility for risk management with regards to each estate, including disaster and business continuity planning and managing the development and maintenance of a risk register.

Health and Safety, Fire Safety and Security of the Trust Estates

- To have overall responsibility for fire safety and the security of the Trust, working alongside senior management and estates managers to ensure that all buildings comply with health and safety regulations which would include:
 - fire systems and prevention equipment are properly and appropriately installed, maintained and regularly tested.
 - to ensure risk assessments and all other relevant documentation are in place and carried out.
 - to ensure that all sites benefit from appropriate intruder alarms and protection which are properly maintained and monitored.
 - to ensure all site staff are adequately trained in and able to monitor the BMS and other building management systems.
 - to work with the Trust health and safety team to ensure that all accidents, incidents or near misses are reported and dealt with accordingly.
- To ensure that all safeguarding protocols are complied with when contractors and other site visitors attend sites.

Project Management

- To support the Trust with the development of bids for capital funding opportunities.
- To lead as project manager on future developments that underpin the Trust strategic plan.
- To ensure that projects meet the agreed quality standards and are delivered on time and within budget.
- To ensure appropriate safeguarding and health and safety compliance and that all risk assessments and contractor safety checks are carried out.
- To ensure best value when using external contractors through use of competitive quotations, the tender procedure or the use of preferred suppliers.

Other

- To ensure that the fixed asset register is updated on a regular basis.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Person Specification

Assessed by:

No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	Literacy and Numeracy skills equivalent to level 2 of the National Qualification and Credit Framework	E	✓	
2.	A First Aid qualification or willingness to achieve. The post-holder will be a designated first-aider and be included in the first-aid rota.	E	✓	
3.	A professional qualification in estates management	E	✓	
4.	A professional qualification in health and safety	D	✓	
5.	Evidence of continuing professional development activities	D	✓	
6.	Driving licence and own transport	E	✓	
EXPERIENCE				
7.	Estates management experience	E	✓	✓
8.	Experience of managing/leading a team	E	✓	✓
9.	Excellent IT skills, including the ability to use MS Office software packages	E	✓	
10.	Managing a large budget	E	✓	✓
11.	An understanding of the education sector	D	✓	✓
12.	Proactive approach of keeping up to date with health and safety legislation	E	✓	✓
13.	Experience and knowledge of planning and evaluation	E	✓	✓
14.	Experience or knowledge in premises management	E	✓	✓
15.	Experience of writing or amending strategies and policies	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
16.	Exceptional leadership skills and the ability to motivate and inspire staff	E	✓	✓
17.	Evidence of managing Health & Safety and up to date knowledge of H&S requirements (or willingness to undertake training)	E	✓	✓
18.	Knowledge and understanding of risk management frameworks and the operation, reporting and management of risk and internal controls	E	✓	✓
PERSONAL CHARACTERISTICS				
19.	Equality & diversity	E	✓	✓
20.	To work occasionally out of hours to supportschool functions	E	✓	
21.	Outstanding leadership qualities with a proactive and flexible approach	E	✓	✓
22.	Ability to lead teams and effectively delegate tasks	E	✓	✓
23.	Proven capability to work innovatively and independently	E	✓	✓
24.	Ability to prioritise work efficiently and accurately, particularly under pressure/deadlines and using own initiative	E	✓	✓

25.	Strong verbal and writing communication skills	E	✓	✓
26.	Report writing skills	E	✓	
27.	Excellent interpersonal and communication skills in dealing and collaborating with colleagues, partner organisations, the community, and other stakeholders	E	✓	✓
28.	Positive, enthusiastic outlook with the energy, drive, and determination to succeed	E	✓	✓
29.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	✓	✓
30.	Willing to be accountable and to take personal responsibility for own actions.	E	✓	✓
31.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	✓	✓



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